



Northeast Minnesota

Office of Job Training

Minnesota WorkForce Center • 820 N. 9th St. • Box 1028 • Virginia, MN 55792
218-748-2200 • 1-800-325-5332 • Fax: 218-741-5424 • MN Relay: 7-1-1
www.nemojt.org

We are an equal opportunity employer.

May 26, 2015

Ms. Shelley Landgraf
MN Dept. of Employment and Economic Development
Workforce Development Division
1st National Bank Building
332 Minnesota Street, Suite E200
St. Paul, MN 55101-1351

Dear Shelley –

Enclosed please find a signed copy of the addendum to WSA 3's Local Unified Plan reflecting the required changes regarding Veterans Services. If you need anything else for compliance with program changes or requirements, please let me know.

Regards,

Michelle Ufford
Executive Director
NORTHEAST MINNESOTA
OFFICE OF JOB TRAINING

Encl.

Minnesota WorkForce Center
321 Minnesota Ave. N.
Aitkin, MN 56431
218-735-6121

Minnesota WorkForce Center
3920 13th Ave. E.
Hibbing, MN 55746
218-231-8590

Minnesota WorkForce Center
14 N 11th St. Suite 140
Cloquet, MN 55720
218-878-5000

Minnesota WorkForce Center
1215 SE 2nd Ave.
Grand Rapids, MN 55744
218-327-4480

Minnesota WorkForce Center
402 West 1st St.
Duluth, MN 55802
218-302-8400

Minnesota WorkForce Center
1501 Hwy 71 RMSC 128
Int'l Falls, MN 56649
218-283-9427

ADDENDUM

The following information is an addendum to the Local Unified Plan PY 14 for Workforce Service Area 3 Reference [TEGL 33-11](#).

12. What process is utilized to identify Veterans coming into your WorkForce Center?

WSA Career Counselors work closely with Veteran's Employment Representatives on a daily basis to identify veterans and facilitate the exchange of program information. **WSA and WFC staff utilize the veterans questionnaire to identify veterans and perform an initial assessment. If the veteran has Significant Barriers to Employment (SBE) identified during the assessment process they are referred to the Disabled Veterans Outreach Program (DVOP) specialist if available. If the DVOP is not available, the veteran receives services from any of the partner staff. It is common practice to automatically refer veterans identified during another program's intake process to local Veterans Employment Representative staff for Vet-specific services.** The process also works in reverse: when a Veterans Employment Representative works with a client seeking training or another service available through WIA programs, he refers that client to an appropriate career counselor in a partner agency.

Veterans are also identified during regular presentations made to groups of potential clients such as dislocated workers in Creative Job Search and MFIP recipients undergoing orientation. Veteran Employment Representatives regularly present their resources at these events and encourage veterans to participate in employment and training activities. Each local Workforce Center also has posted information specific to veterans in resource areas. **Signs are posted signifying priority of service is provided to all veterans at the WFC.** ~~Should a customer service representative note someone showing interest in this information, they are to approach the individual and inquire if they are a veteran. If so, they are then encouraged to meet with the Veterans Employment Representative.~~

13. What process is utilized to assess the needs of Veterans seeking services in your WFC, and identifying Veterans with a barrier to employment?

Comprehensive assessment and other intensive services are essential to identifying and meeting the needs of the veterans. Individualized counseling, job development, coordination with other required and optional partners, and customized referral and placement services are all used in meeting the veteran's needs. Strategies to assess the needs of the veterans include, but are not limited to, literacy and basic skills assessment, occupational skills assessment, and assistance in determining job accommodation requirements. ~~Should a serious barrier to employment~~ **a Significant Barrier to Employment be discovered, a veteran is either referred to the DVOP or other intensive service provider staff for assistance.** ~~usually referred to a local Veteran's Employment Representative for additional assessment and assistance.~~

Case management is an ongoing means of assessment for veterans including referral to other community-based agencies with the resources to assist veterans with any needs or accommodations they might require. As a veteran progress through the job search process, the counselor pays attention to any barriers, issues, or special concerns that arise and assesses what services may be required to remedy the problem. Throughout the region, very strong relationships exist between WSA staff and Veterans Employment Representatives that have led to collaborative strategies for ~~assessment as well as~~ the best possible combination of services for veteran

14. What is the process for referral to appropriate program staff, or in the case of a Veteran with an employment barrier, to the local Veterans Employment Representative?

Senior Veteran Employment Representatives and Veteran Employment Representatives oversee referrals and the provision of services, ~~as well as provide services directly to veterans and other eligible persons throughout the~~ throughout Northeast Minnesota. In the Disabled Veterans Outreach Program, staff engages in outreach and provides individual case management services to ~~special needs veteran populations~~ **veterans with Significant Barriers to Employment**. Each WorkForce Center within ~~the~~ Northeast Minnesota WSA has **DVOP staff or identified partner staff assigned to provide employment and training services**. ~~veteran staff assigned to deliver employment and training services~~. Senior Veterans Employment Representatives/Veterans Employment Representative staff is required to monitor report on, and ensure that performance standards are met or exceeded as specified in the ~~Veterans Employment and Training Service Jobs for Veterans State Grant (JVSG)~~.

15. A. Understanding that this program requires participation of all partners, not just DVOP/LVER staff, what is the local area doing to identify post 9/11 Veterans coming into your WorkForce Center(s)?

Paragraph 4

Each local Workforce Center also has posted information specific to veterans in ~~the~~ resource areas. Should a customer service representative note someone showing interest in this information, ~~they should inquire into their veteran status and provide them with the veteran assessment questionnaire~~. If they identify a veteran with a SBE they are referred to the DVOP or other identified intensive service provided within the WFC. ~~the they are to approach the individual and inquire if they are a veteran. If so, they are then encouraged to also meet with the Veterans Employment Representative~~

SIGNATURE PAGEWorkforce Service Area Name 3Workforce Investment Board Name Northeast Minnesota

Name and Contact Information for the WIB Chair:

Name	Bud Stone
Title	President
Organization	Grand Rapids Area Chamber of Commerce
Address 1	1 NW 3 rd Street
Address 2	
City, State, ZIP Code	Grand Rapids, MN 55744
Phone	800-472-6366
E-mail	bud@grandmn.com

I, the undersigned, attest that this addendum submittal is part of the Program Year 2014 Local Unified Plan for our WIB/WSA and hereby certify that this LUP has been prepared as required, and is in accordance with all applicable state and federal laws, rules and regulations.

Workforce Investment Board ChairName Bud StoneTitle Workforce Investment Board ChairSignature Date 5-20-15